

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

INSTRUCTIONS FOR MEMORANDUM OF UNDERSTANDING

DEFINITION: An MOU or Memorandum of Understanding is a written agreement between..... And an outside party that defines the terms under which the partners will cooperate. The agreed upon MOU typically discusses subjects including, but not limited to the scope of the project, confidential information, publication, intellectual property rights, and expenses. An MOU is a legal document that binds parties, which impose significant duties and liabilities on the university. **It is extremely important that no MOU be executed on behalf of the university – without full compliance of the policy.**

Purpose of MOU: The purpose of MOU is to strengthen and further develop inter-institutional collaboration in the area of and other initiatives related to human sustainable development. The MOU delineates the areas in which theSRTM..... and will collaborate in an effort to develop competitiveprograms and increase the number and size of grants and contracts at both the universities. This agreement is merely a vehicle, which can be used to establish and implement a plan to increase faculty participation in.....and contracts at...SRTM..... and.....

I. PROCESS FOR ESTABLISHING AGREEMENTS

1. The unit wishing to establish the agreement should begin the process in consultation with the Office of the International Students Academic Services Centre,+ (ISASC) SRTM University, Nanded. The ISASC keeps files of all existing agreements that may be helpful in preparation of a new agreement and has information about policies (Central/State/University) that may impact the planned collaboration.

2. Before any agreement is finalized, the unit should ensure that any resources necessary to support it would be available through the department, college or university. If the agreement includes plans for a dual or joint degree or other academic credential, the unit should review policies and procedures for approval by the appropriate university or State bodies.
3. The unit should send a draft agreement to the coordinator of International Centre. The agreement will be reviewed by the office of the International Centre and in consultation with the legal cell for consistency for approval by the respective university/state bodies.
4. The draft will be forwarded to the partner institution (s) for their review. The unit and the ISC will negotiate with the partner institution (s) as needed to achieve consensus on a final agreement.
5. The **agreement** shall be in **Two Copies (original)** that should be **signed** by all **parties**. One will be kept by **ISASC** and logged into the (Searchable Archive of International linkages) database that is available on the web. The **other original** will be forwarded to the **partner institution** of their records.

II. REQUIRED SIGNATURES

- i. **All** agreements regardless of type or level must include the signature of the Vice Chancellor or if signature authority is delegated, the Registrar/ of the university as the final signature line in the agreement unless otherwise specifically delegated. (See procedure for delegation of authority to sign contracts).
- ii. Agreements at the university level would require signature of the Vice Chancellor or Registrar.
- iii. Agreements at the college level would require signatures of the Principal, Dean of the Faculty, Registrar and/or Vice Chancellor.

iv. Agreements between a department, center, institute and an entity outside the country should include the signatures of the relevant administrators up through the Registrar and Vice Chancellor. For example, a department-to-department agreement would involve signatures of the Director/Head, Dean, BCUD/Registrar and Vice Chancellor.

v. Units wishing to establish activities with an institution with which the SRTM University already has an MOU can execute a letter of intent or International agreement following the procedure outlined above.

PROCEDURE FOR ENTERING INTO MOU:

STEP 1: Department approval: The first step toward approval of an MOU is written approval from the Head of the School or Department with whom the MOU originates.

STEP 2: Collateral Review: Any MOU involving one or more of the following elements must also be reviewed by the appropriate department(s).

a. Any MOU involving research must be reviewed by the Research Committee at the Department and at the level of the School.

b. Any MOU involving a State or Central Government agency, should be reviewed by the Research Committee and Dean of the Faculty and BCUD.

c. Any MOU involving a commitment of resources from one or more departments other than the originating department must be reviewed by such other department (s).

STEP 3: General Council Review: The draft MOU, the departmental approval, collateral review comments must then be submitted to the legal cell for review.

STEP 4: Academic Affairs Approval: The draft MOU, the departmental approval, collateral review comments and legal cell review comments must then be submitted to the Director BCUD for his recommendations and then final approval shall be placed for consideration of the Vice Chancellor. If Director BCUD determines that an MOU

involves the commitment of substantial university resources, the BCUD and F&AO must also approve the MOU.

CRITERIA FOR REVIEW: Review of each MOU shall include (but not limited to) the following factors:

- i. Consistency with the education and research mission of the university**
- ii. Consistency with current academic priorities**
- iii. Avoidance of conflict of interest**
- iv. Comparison of long term costs and benefits**
- v. Character of the other party to the MOU**
- vi. Coverage of the indirect costs; and**
- vii. Detailed specification of responsibilities.**